

SENIOR EXECUTIVE SERVICE RECERTIFICATION CY _____

Name of Executive		Position Title and Organization	
Current Pay Rate: ES-_____	Recertification Period		
	From:	To:	

Standard for Recertification

1. The career executive must perform at the level of excellence expected of a senior executive. Excellence means that the executive has demonstrated over the recertification period that he/she has achieved excellence in:
 - a. Planning for, substantially advancing, and attaining Presidential, agency, or organizational goals and objectives that required a sustained superior effort;
 - b. Taking specific initiatives that advanced a major policy (program or project) and/or significantly improved delivery of services;
 - c. Taking the necessary actions to ensure the achievement of a quality product in a timely manner; and
 - d. Making significant technical, scientific, or professional contributions.

2. Also, if applicable to the responsibilities of the senior executive, excellence is further demonstrated by:
 - a. Achieving substantial savings in the execution of programs under his/her direction;
 - b. Maintaining the high quality and effectiveness of programs under his/her direction with reduced resources; and/or
 - c. Providing strong leadership to enhance the development, utilization, and achievements of subordinate personnel, including achievement of equal employment opportunity goals.

Recertification Factors

(To be completed by the supervising official in consultation with the Executive Personnel Management Division):

Annual SES Performance Ratings:

(YYYY) Performance Rating

(YYYY) Performance Rating

(YYYY) Performance Rating

Awards and Other Recognition:

Developmental Activities:

Other Relevant Qualitative Factors:

The following recommendations/decision are based on an assessment of the executive's overall performance during the recertification period in relation to the above Standard for Recertification stipulated in law, regulation, and HUD's written procedures and include consideration of the executive's performance ratings, awards and other recognition, developmental activities, and other relevant factors related to performance during the period.

Supervising Official's Recommendation:

Recertify____ Conditionally Recertify____ Not Recertify____

Justification must be provided with any recertification recommendation.

If the above recommendation is to conditionally recertify or not recertify, the written justification specifying the Standard for Recertification not met and other relevant supporting documentation must be attached.

Supervising Official's Signature and Title	Date
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Executive's Acknowledgment of Supervising Official's Recommendation:

____I have received a copy of my supervising official's recommendation and wish to amend my statement of accomplishments to the Performance Review Board.

____I have received a copy of my supervising official's recommendation and DO NOT wish to amend my statement of accomplishments to the Performance Review Board.

Executive's Signature	Date
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Higher-Level Review of Supervising Official's Recommendation:

Concurs____ Nonconcurs____
Recommendation _____

Written justification to support recommendation based on the Standard for Recertification must be provided.

Reviewing Official's Signature and Title	Date
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Performance Review Board (PRB) Recommendation:

Recertify____ Conditionally Recertify____ Not Recertify____

Recommend pay rate adjustment to ES-____ No pay rate adjustment recommended ____

Appearance Before the PRB if recommendation to Conditionally or Not Recertify

Yes____ Date____ Declined appearance (documentation attached)____

PRB Chairperson's Signature

Date

Deciding Official's Decision:

Recertify____ Conditionally Recertify____ Not Recertify____ Remand to PRB____

Pay rate adjustment to ES-____ No pay rate adjustment ____

Deciding Official's Signature and Title

Date

Reconsideration by PRB (when case remanded by the Deciding Official):

Recertify____ Conditionally Recertify____ Not Recertify____

Recommend pay rate adjustment to ES-____ No pay rate adjustment recommended ____

Appearance Before the PRB

Yes____ Date____ Declined appearance (documentation attached)____

PRB Chairperson's Signature

Date

Deciding Official's Decision (following reconsideration by the PRB):

Recertify____ Conditionally Recertify____ Not Recertify____

Pay rate adjustment to ES-____ No pay rate adjustment ____

Deciding Official's Signature and Title

Date
